

**LOCAL GOVERNMENT SERVICES BUREAU  
STATE FINANCIAL SERVICES DIVISION**



# **ANNUAL FINANCIAL REPORT**

Presented by:  
Darla Erickson, Tami Gunlock and Kari Powles

406-444-9101  
LGSPortalRegistration@mt.gov  
<http://sfsd.mt.gov/LGSB>

# LEARNING OUTCOMES

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## GOAL 1

The importance of the AFR

## GOAL 2

Understand the MCA's and GASB statements which influence the AFR

## GOAL 3

Learn what components are presented in the AFR

## GOAL 4

Learn how to complete an AFR using LGSB templates



# The Annual Financial Report (AFR)

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## In general

- The AFR is completed every fiscal year and is a summary of the financial position of the entity.
- The report is required by MCA, influenced by GASB statements, and prepared according to GAAP or a modified version of GAAP if using the SGFRF.
- There are 3 components to the AFR, including the Filing Fee Form (FFF), the Annual Financial Report (AFR), and the Database Ledger Load (DLL). All 3 components are required prior to LGSB acceptance of your report.
- You should start the AFR after the year-end process is complete. The AFR can be prepared before your audit if you have one.



# The Annual Financial Report (AFR)

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## In general

- The due date for the AFR is within 6 months of your fiscal year-end or December 31 if June 30 is your fiscal year-end.
- If the AFR is not submitted by the due date, late fees are assessed monthly until the AFR is accepted. Late fees start accruing the 1<sup>st</sup> week of January.
- New this year is the Small Government Financial Reporting Framework. You must apply and be approved before using this version of the AFR.
- The Database Ledger Load and Filing Fee Form are required. The DLL is embedded in the Excel version or it can be completed as a stand-alone workbook.



# The Annual Financial Report (AFR)

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## In general

- The AFR is uploaded to our portal and the Governor's Transparency website.
- AFR v. Audit: the AFR includes Other Supplementary Information and additional reports compared to an audit.
- Completing the AFR prior to the audit could possibly save time and money spent on the audit. A completed AFR saves the auditors time when reviewing transactions.
- An item of trivia: LGSB staff review over 1,000 AFR's annually.



# The AFR and MCA

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## 2-7-503 MCA

- The governing body ensures a financial report is made every year.
- The AFR covers the preceding fiscal year.
- The format is determined by the department of administration.
- It is completed and submitted to LGSB for review within 6 months of fiscal year-end.

## 2-7-517 MCA

- This section describes penalties and fines for failing to submit a report.
- Allows for publication in a local paper of your entity's late or non-submission of the report.
- A potential penalty may involve the withholding of payments of state financial assistance.



# Versions of the AFR

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## Acceptable Versions of the AFR

### The AFR in Excel Template

- The template for this version is found on our website.
- It includes all required statements, notes and other information.
- The DLL is embedded in the template, you don't have to create a stand-alone version.
- The FFF is also included and automatically calculates.
- New this year is the **SGFRF Annual Financial Report**.
- There is an Excel template on our website.
- This reporting uses a modified GAAP approach.
- You must apply to LGSB and be accepted to use this format.



# Versions of the AFR

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## Acceptable Versions of the AFR

### Audit in lieu of AFR

This submission includes your audit report along with other required documents:

- Combining Statements;
- Cash Reconciliation;
- Cash Receipts and Disbursements – All Funds;
- Schedule of Federal/State Grants, Entitlements, and Shared Revenues;
- General Information Page;
- Filing Fee Form; and
- The DLL.

- Included in the template:

- A schedule of all OSI required;
- Sample and instruction pages;
- A Filing Fee Form; and
- A Database Ledger Load.

The required documents are listed in the Table of Contents.

There is a template on our website.



# Versions of the AFR

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## Acceptable Versions of the AFR

### Financial Statements and Software Generated Reports

This submission includes completed financial statements along with a variety of software-generated reports.

Along with the AFR, a Filing Fee Form and Database Ledger Load are required with your submission.



There is a checklist on our website.



# Terms & Definitions

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- **Annual Financial Report (AFR):** a summary of an entity's financial status as of a specific date required by MCA.
- **Audit Report (CAFR):** a financial report reviewed by an independent auditor with an opinion regarding the content of the report.
- **Management Discussion & Analysis (MD&A):** an objective and easily readable analysis of the government's financial performance for the year.
- **Notes to the Financial Statements:** provide additional information for amounts reported in the financial statements.
- **Letter of Transmittal:** a letter to the users of your financial statements containing 4 basic elements:
  1. Formal transmittal;
  2. Profile of the entity;
  3. Information useful in assessing the entity's economic condition; and,
  4. Awards and acknowledgements.



# Terms & Definitions

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- **Basic Financial Statements:** per GASB 34 include
  - ❖ The government-wide statements;
  - ❖ Fund financial statements; and
  - ❖ Notes to the financial statements.
- **Balance Sheet:** reports the assets, liabilities and fund balance of an entity as of a specific date
- **Operating Statement:** reports revenues, expense and fund balance for a specific time period.
- **Fund Financial Statements:** present financial information for your entity's funds.
  - ❖ Governmental funds are presented using the modified accrual basis while proprietary funds are presented using the full accrual basis.
- **Government-wide Statements:** present a Statement of Net Position and Statement of Activities for your entity.
  - ❖ Governmental funds are converted to full accrual basis for presentation.
  - ❖ Both governmental funds and proprietary funds are reported in these statements.



# Terms & Definitions

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- **Required Supplementary Information:** additional required statements including Budget to Actual for the General Fund and major special revenue funds and Pension & OPEB liability reporting.
  - ❖ These reports immediately follow the notes to the financial statements.
- **Other Supplementary Information:** is additional reporting to be included in the AFR. Included are statements for the non-major funds, a schedule of intergovernmental revenues, a schedule of cash receipts and disbursements covering the full year (not just June) and a cash reconciliation.
- **Year End Trial Balance:** the trial balance produced after year-end closing entries have been posted.
  - ❖ This is different from the monthly trial balance in that it accounts for all entries posted throughout the year including year-end adjusting entries.



# Before Starting Your AFR

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- Complete your year-end closing process. Prepare and post any necessary adjusting entries. See the year-end close checklist on our website.
- Find a copy of your prior year AFR or audit if you had one – this is needed to ensure your beginning balances in various statements are correct.
- You will also need the year-end trial balance.
- Determine the Major Funds for both governmental and proprietary funds to ensure correct reporting.
- Schedule time to complete your AFR. Everyone is quite busy the last half of the year and you don't want to miss the deadline for submission.
- Make sure you have a copy of the applicable MPERA notes.
- Don't forget the GASB 68 worksheet. A template is on our website.



# Before Starting Your AFR

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- Update the **depreciation schedules** if not part of your year-end closing process. There are 4 in the Excel version of the AFR:
  - ❖ Governmental funds;
  - ❖ Water Enterprise;
  - ❖ Sewer Enterprise; and
  - ❖ Solid Waste Enterprise.
- Calculate the change in **compensated absences payable** if not done as part of your year-end closing process.
  - ❖ Sick leave is calculated at 25% and annual leave at 100% plus benefits.
- If using fund 9000, complete the **GCAAG** worksheet, the Governmental Funds Capital Assets.
- If using fund 9500, complete the **GLTDAG** worksheet, the Governmental Funds Long-Term Debt.
- Verify beginning balances in both worksheets.
- Information from the GCAAG and GLTDAG feeds into the government-wide statements as well as the notes to the financial statements.



# Major Fund Calculator

- Determine the Major Funds for both governmental and proprietary funds to ensure correct reporting.
- There is a calculator on our website.
- To be considered a major fund follow the 5% and 10% rules.

| INSTRUCTIONS CAREFULLY PRIOR TO COMPLETING THIS FORM<br><small>(NOTE: This spreadsheet determines which funds must be reported as major funds under GASB 34. All funds may be reported to provide consistency of reporting and enhance the user's understanding of the statements.)</small> |  | GASB 34 Major Funds Calculator |                                |          |                       |                              |      |     |     |                     |      |     |     |                            |                        |  |
|---|--|--------------------------------|--------------------------------|----------|-----------------------|------------------------------|------|-----|-----|---------------------|------|-----|-----|----------------------------|------------------------|--|
|   |  | County/City/Town of:           |                                |          |                       |                              |      |     |     |                     |      |     |     |                            |                        |  |
|   |  | Fiscal Year Ended June 30, 20  |                                |          |                       |                              |      |     |     |                     |      |     |     |                            |                        |  |
| Fund  | Fund Name                                      | Column C                       | Column D                       | Column E | Column F              | Exceeds 10% of fund category |      |     |     | Exceeds 5% of total |      |     |     | Qualifies as a Major Fund? | The Determining Factor |  |
|   |  | Assets & Deferred Outflows     | Liabilities & Deferred Inflows | Revenues | Expenditures/Expenses | Assets                       | Liab | Rev | Exp | Assets              | Liab | Rev | Exp |                            |                        |  |
| <b>General fund:</b>  |  |                                |                                |          |                       |                              |      |     |     |                     |      |     |     |                            |                        |  |
|   | 1000 General fund                              | -                              | -                              | -        | -                     | N/A                          | N/A  | N/A | N/A | N/A                 | N/A  | N/A | N/A | always                     |                        |  |
| <b>Special revenue funds:</b>   |  |                                |                                |          |                       |                              |      |     |     |                     |      |     |     |                            |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     | no                         |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     | no                         |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     | no                         |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     | no                         |                        |  |
| <b>Debt service funds:</b>  |  |                                |                                |          |                       |                              |      |     |     |                     |      |     |     |                            |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     | no                         |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     | no                         |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     | no                         |                        |  |
| <b>Capital projects funds:</b>  |  |                                |                                |          |                       |                              |      |     |     |                     |      |     |     |                            |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     | no                         |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     | no                         |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     | no                         |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     | no                         |                        |  |
|   | <b>Total governmental funds</b>                | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     |                            |                        |  |
|   | 10% of total governmental funds                | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     |                            |                        |  |
| <b>Enterprise funds:</b>  |  |                                |                                |          |                       |                              |      |     |     |                     |      |     |     |                            |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     | no                         |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     | no                         |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     | no                         |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     | no                         |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     | no                         |                        |  |
|   | <b>Total enterprise funds</b>                  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     |                            |                        |  |
|   | 10% of total enterprise funds                  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     |                            |                        |  |
|   | <b>Total governmental and enterprise funds</b> | \$ -                           | -                              | -        | -                     |                              |      |     |     |                     |      |     |     |                            |                        |  |
|   | 5% of total governmental and enterprise funds  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     |                            |                        |  |
|   |  | -                              | -                              | -        | -                     |                              |      |     |     |                     |      |     |     |                            |                        |  |

.X = affirmative



# Completing the AFR – Initial Steps

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## Components of the AFR in Excel Template

1. Government-wide Statements
2. Enterprise/Proprietary Statements
3. Fiduciary Statements
4. Notes to the Financial Statements
5. Fund-level Statements
6. Supporting Documents

## Initial Steps:

- Open and save a copy of the AFR in Excel.
- Update your entity information in the cover page including name, address and entity number.
- Hide tabs you don't need to use.
- You can also update header information in pages 54 – 84 at this time.



# Completing the AFR – Governmental Funds

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## Governmental Funds Balance Sheet – Page 15

- Update major fund names and numbers along with beginning and ending dates in pages 14, 16, and 20.
- Using the year-end trial balance, complete the governmental fund balance sheet. You will need to enter information for the General Fund and Major Funds.
- The amounts for the Other Governmental Funds column auto feeds from pages 63 to 76 as they are completed.
- Enter amounts for the various categories of fund balance. The amount of unassigned fund balance will automatically calculate.
- Review the Balance check numbers in row 74 – they should = zero once you have completed the operating statement, page 16.
- Complete the reconciliation at the bottom of page 15. The amounts auto feed from other worksheets.



# Completing the AFR – Governmental Funds

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## Governmental Funds Operating Statement – Page 16

- The major fund names and numbers auto feed from the Balance Sheet – page 15.
- Using the year-end trial balance or a budget to actual report, complete the governmental funds operating statement.
- You will need to enter information for the Major Funds.
- Update pages 48 – 53, the General Fund Operating - Budget and Actual statement.
- The amounts for the General Fund auto feed from pages 48 – 53.
- Complete pages 54 – 59, the Major Fund statements.
- The other governmental fund column auto feeds from pages 63 - 79.
- The fund balance amounts in line 57 should match to the fund balance amounts from line 72 of the Balance Sheet, page 15.



# Completing the AFR – Governmental Funds

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## Governmental Funds Reconciliation of Operating Statement – Page 17

- This statement reconciles the Governmental Fund Operating Statement to the Government Wide Statement of Activities – Page 14.
- Amounts auto feed from the Operating Statement and the OP Conversion worksheet.
- You will need to enter information for the repayment of debt principal amounts.
- The Change in Net Position, cell C57, should equal the Change in Net Position on the Government Wide Statement of Activities.
- Ensure the balance check figure in cell C59 equals \$0.00.
- You may want to complete this statement once the OP Conversion and BS Conversion worksheets are complete.



# Completing the AFR – Governmental Funds

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## Other Governmental Funds

- These are the combining statements for nonmajor special revenue funds, nonmajor debt service funds, nonmajor capital project funds, and permanent funds.
- The other governmental fund statements are found in pages 63 – 78 in the Excel template.
- Remember, if you don't account for these funds, hide the related tabs. Update the headers for your entity name and FYE. Hide columns not being used.
- Both, a combining balance sheet and a combining operating statement are completed for each type of fund.
- The operating statements for the nonmajor special revenue funds are in 2 worksheets – one for revenues and one for expenditures.
- Don't forget – the balance check for the other governmental funds in the balance sheet should equal \$0.00.



# Completing the AFR – Enterprise Funds

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## Enterprise and Nonmajor Enterprise Funds

- Using the year-end trial balance complete pages 18 -20, the Major Enterprise Fund statements.
- Complete the Statement of Net Position, the Statement of Revenue, Expenses and Change in Net Position and the Statement of Cash Flows.
- Remember, hide tabs for funds you do not have to report.
- If you have nonmajor Enterprise funds, complete pages 79 - 81.
- If Internal Service Funds are reported, complete pages 82 – 84.
- Don't forget – the balance check, row 88, for the Total Net Position on the Statement of Net Position, page 18, should = \$0.00.



# Completing the AFR – Enterprise Funds

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## Statement of Cash Flows – Proprietary Funds

- The Statement of Cash Flows – Proprietary Funds is used to report your Cash and Cash Equivalents at the end of the fiscal year for the proprietary funds.
- Don't forget to account for changes in accounts receivables, accounts payable, and changes in compensated absences in the Cash Flow for Operating Activities section.
- The amount of Cash and Cash Equivalents at fiscal year-end should balance to the Cash and Cash Equivalents reported in the Statement of Net Position.
- Don't forget to verify the beginning balances to the prior year audited statement or the prior year AFR.



# Completing the AFR – Fiduciary Funds

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- Complete pages 21 and 22 for the Fiduciary funds – the Statement of Fiduciary Net Position and a Statement of Changes in Fiduciary Net Position.
- The trust and agency funds account for cash and other resources received by the entity acting as trustee or agent.
- Don't forget to review the balance check at the bottom of the Statement of Fiduciary Net Position.
- Reported fiduciary funds include:
  - ❖ **Pension Trust Funds (7000 – 7005)** report an entity offered and managed pension plan or a pension plan which is a component unit of the entity;
  - ❖ **Investment Trust Funds (7006 – 7009)** account for investments held in trust for other agencies in individual investment accounts or as the external portion of a pool;
  - ❖ **Private Purpose Trust Funds (7010 - 7099)** account for funds in which the principal and interest are expended in accordance with the request of the individual, other government or private organization; and
  - ❖ **Agency Funds (7100 – 7999)** are primarily clearing funds for cash collected for other governments or agencies and distributed within a short period of time.



# Completing the AFR – Conversion & Analysis Worksheets

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## Conversion and Analysis Worksheets

- OP Conversion
- BS Conversion
- Revenue Analysis
- GCAAG – Governmental Capital Assets (fund 9000)
- GLTDAG – Governmental Long-Term Debt (fund 9500)
- Depreciation Schedules (templates provided as needed)
- Compensated Absences (template provided as needed)



# BS Conversion Worksheet:

|  | FROM GOVERNMENTAL FUND B/S | Action (D)   | Action (E)   | Auto (F)     | Auto (G)       | Auto (H)      | Auto (I)       | Action (J) | Action (K) | Action (L) | ADJUSTED AMOUNT FOR ENTITY-WIDE STATEMENTS |
|--|----------------------------|--------------|--------------|--------------|----------------|---------------|----------------|------------|------------|------------|--|
| <b>ASSETS</b>  |                            |              |              |              |                |               |                |            |            |            |  |
| Cash and cash equivalents  | 9,692,923.87               |              |              |              |                |               |                |            |            |            | 9,692,923.87                               |
| Petty cash   | 2,275.00                   |              |              |              |                |               |                |            |            |            | 2,275.00                                   |
| Investments  | 0.00                       |              |              |              |                |               |                |            |            |            | 0.00                                       |
| <b>Restricted Assets:</b>  |                            |              |              |              |                |               |                |            |            |            |  |
| Cash and cash equivalents  | 100,429.65                 |              |              |              |                |               |                |            |            |            | 100,429.65                                 |
| Investments  | 0.00                       |              |              |              |                |               |                |            |            |            | 0.00                                       |
| Valuation of investments to fair value   | 0.00                       |              |              |              |                |               |                |            |            |            | 0.00                                       |
| Tax/assessment receivable (net of allowance for uncollectibles)                          | 97,310.06                  |              |              |              |                |               |                |            |            |            | 97,310.06                                  |
| Accounts/other receivables - (net of allowance for uncollectibles)                       | 31,479.90                  |              |              |              |                |               |                |            |            |            | 31,479.90                                  |
| Due from other funds   | 0.00                       |              |              |              |                |               |                |            |            |            | 0.00                                       |
| Due from other governments   | 335,143.83                 |              |              |              |                |               |                |            |            |            | 335,143.83                                 |
| Advances to other funds  | 0.00                       |              |              |              |                |               |                |            |            |            | 0.00                                       |
| Capital assets (net of accumulated depreciation)   |                            |              |              |              |                | 19,998,954.33 | (8,719,847.00) |            |            |            | 11,279,107.33                              |
| <b>Total Assets</b>  | 10,364,236.05              |              | 0.00         | 0.00         | 0.00           | 19,998,954.33 | (8,719,847.00) | 0.00       | 0.00       | 0.00       | 21,643,343.38                              |
| Deferred Outflows of Resources including Pensions  | 0.00                       | 669,339.00   | 1,022,878.00 |              |                |               |                |            |            |            | 1,692,217.00                               |
| Deferred Outflows of Resources   | 0.00                       |              |              |              |                |               |                |            |            |            | 0.00                                       |
| <b>Total Deferred Outflows of Resources</b>  | 0.00                       |              | 1,022,878.00 |              |                |               |                | 0.00       | 0.00       | 0.00       | 1,692,217.00                               |
| <b>LIABILITIES AND FUND BALANCES</b>   |                            |              |              |              |                |               |                |            |            |            |  |
| <b>Liabilities:</b>  |                            |              |              |              |                |               |                |            |            |            |  |
| Warrants payable   | 0.00                       |              |              |              |                |               |                | (901.17)   |            |            | (901.17)                                   |
| Accounts payable   | 360,750.04                 |              |              |              |                |               |                |            |            |            | 360,750.04                                 |
| Due to other funds   | 0.00                       |              |              |              |                |               |                |            |            |            | 0.00                                       |
| Due to other governments   | 0.00                       |              |              |              |                |               |                |            |            |            | 0.00                                       |
| Revenues collected in advance  | 11,825.00                  |              |              |              |                |               |                |            |            |            | 11,825.00                                  |
| Advances from other funds  | 0.00                       |              |              |              |                |               |                |            |            |            | 0.00                                       |
| <b>Noncurrent liabilities:</b>   |                            |              |              |              |                |               |                |            |            |            |  |
| Due within one year  |                            |              |              | 320,697.00   | 569,130.78     |               |                |            |            |            | 129,362.00                                 |
| Due in more than one year  |                            |              |              |              | 6,085,210.00   |               |                |            |            |            | 760,465.78                                 |
| <b>Pension Liability</b>   | 372,575.04                 |              | 0.00         | 320,697.00   | 6,654,340.78   | 0.00          | 0.00           | (901.17)   | 0.00       | 0.00       | 7,346,711.65                               |
| Deferred Inflows of Resources including Pensions   | 0.00                       | 779,350.00   | (417,494.00) |              |                |               |                |            |            |            | 361,856.00                                 |
| Deferred Inflows of Tax Revenues   | 97,310.04                  |              | (97,310.04)  |              |                |               |                |            |            |            | 0.00                                       |
|  | 97,310.04                  |              | (514,804.04) | 0.00         | 0.00           | 0.00          | 0.00           | 0.00       | 0.00       | 0.00       | 361,856.00                                 |
| <b>Fund balances (Net Position)</b>  |                            |              |              |              |                |               |                |            |            |            |  |
| Net Investment in Capital assets   |                            |              |              | (320,697.00) |                | 19,998,954.33 | (8,719,847.00) |            |            |            | 10,958,410.33                              |
| <b>Reserved (Restricted) for:</b>  |                            |              |              |              |                |               |                |            |            |            |  |
| Non-spendable  | 94,673.74                  |              |              |              |                |               |                |            |            |            | 94,673.74                                  |
| Restricted   | 4,867,133.74               |              |              |              |                |               |                |            |            |            | 4,867,133.74                               |
|  |                            |              |              |              |                |               |                |            |            |            | 0.00                                       |
|  |                            |              |              |              |                |               |                |            |            |            | 0.00                                       |
| <b>Unrestricted, reported in:</b>  |                            |              |              |              |                |               |                |            |            |            |  |
| All unrestricted governmental funds  | 4,932,543.49               | (110,011.00) | 1,537,682.04 |              | (6,654,340.78) |               |                |            |            |            | (294,126.25)                               |
|  |                            |              |              |              |                |               |                |            |            |            | 0.00                                       |
|  |                            |              |              |              |                |               |                |            |            |            | 0.00                                       |
| <b>Total fund balances</b>   | 9,894,350.97               | (110,011.00) | 1,537,682.04 | (320,697.00) | (6,654,340.78) | 19,998,954.33 | (8,719,847.00) | 0.00       | 0.00       | 0.00       | 15,626,091.56                              |
| <b>Total liabilities, Deferred Inflows of Resources and fund balances (Net Position)</b> | 10,364,236.05              | (110,011.00) | 1,022,878.00 | 0.00         | 0.00           | 19,998,954.33 | (8,719,847.00) | (901.17)   | 0.00       | 0.00       | 23,334,659.21                              |

# Completing the AFR – BS Conversion Worksheet

Action Item headings and yellow highlighted fields require input.

|        |  |      | Column D   | Column E   |
|--------|--|------|--|--|
|        |  |      | Action item  | Action item  |
|        |  |      | Add the Gov. Funds <u>Prior Year's Ending Balances of Deferred Outflows &amp; Inflows of Resources associated with Pensions &amp; OPEB</u> ; Outflows in Cell D28&29; Inflows in Cell D51&52 | 1. <u>Remove Current Year Deferred Inflows of Tax Revenue</u> ; 2. <u>Pensions &amp; OPEB</u> ; <u>Add Adj to Current Year Deferred Inflows &amp; Outflows of Resources related to Pensions &amp; OPEB</u> |
|        | <b>ASSETS</b>                                    |      |  |  |
| 180000 | Capital assets (net of accumulated depreciation) |      |  |  |
|        | <b>Total Assets</b>                              | 0.00 |  | 0.00   |
| 190000 | Deferred Outflows of Resources - Pensions        |      |  |  |
| 190xxx | Deferred Outflows of Resources - OPEB            |      |  |  |
| 190xxx | Deferred Outflows of Resources                   | 0.00 |  |  |
|        | <b>Total Deferred Outflows of Resources</b>      | 0.00 |  | 0.00   |



# Completing the AFR – BS Conversion Worksheet

|        |  |                                   | Column D   | Column E  |
|--------|--|-----------------------------------|--|---|
|        |  |                                   | Action item  | Action item   |
|        |  |                                   | <p><b>Add the Gov. Funds <u>Prior Year's Ending Balances</u> of Deferred Outflows &amp; Inflows of Resources associated with <u>Pensions &amp; OPEB</u>; Outflows in Cell D28&amp;29; Inflows in Cell D51&amp;52</b></p> | <p><b>1. Remove Current Year Deferred Inflows of Tax Revenue;</b><br/> <b>2. <u>Pensions &amp; OPEB</u>: Add Adj to <u>Current Year Deferred Inflows &amp; Outflows of Resources related to Pensions &amp; OPEB</u></b></p> |
|        |  | <b>FROM GOVERNMENTAL FUND B/S</b> |  |   |
| 237000 | Pension Liability                        |                                   |  |   |
| 238000 | OPEB Liability                           |                                   |  |   |
|        | <b>Total Liabilities</b>                 | 0.00                              |  | 0.00  |
| 220000 | Deferred Inflows of Resources - Pensions |                                   |  |   |
| 220XXX | Deferred Inflows of Resources - OPEB     |                                   |  |   |
| 223XXX | Deferred Inflows of Resources - Other    | 0.00                              |  |   |
| 223000 | Deferred Inflows of Tax Revenues         | 0.00                              |  |   |
|        |  | 0.00                              |  | 0.00  |
|        | <b>Fund balances (Net Position)</b>      |                                   |  |   |
|        | Net Investment in Capital assets         |                                   |  |   |

**LGS: Remove the deferred inflow of tax revenues - enter as a negative number**





# Completing the AFR – BS Conversion Worksheet

|           |  | Column K  | Column L   |
|-----------|--|---|--|
|           |  | Action item   | Action item  |
|           |  | Add net position of the internal service funds applicable to governmental funds | Reclassify short-term portion of long-term liabilities |
|           | <b>Fund balances (Net Position)</b>  |   |  |
|           | Net Investment in Capital assets   |   |  |
|           | <b>Reserved (Restricted) for:</b>  |   |  |
| 250100    | Non-spendable  |   |  |
| 250200    | Restricted   |   |  |
|           |  |   |  |
| 260000 to | <b>Unrestricted, reported in:</b>  |   |  |
| 271000    | All unrestricted governmental funds  |   |  |
|           |  |   |  |
|           | <b>Total fund balances</b>   | 0.00  | 0.00   |
|           | <b>Total liabilities, Deferred Inflows of Resources and fund balances (Net Position)</b> | 0.00  | 0.00   |



# OP Conversion Worksheet:

| Account Number                         | Description  | FROM GOVERNMENTAL FUNDS | Auto (D)   | Action (E)   | Action (F)  | Action (G)   | Auto (H)                       | Action (I)                      | Auto (J)                                       | Auto (K)                    | Action (L)                                       | Action(M)                                | Action(N)  | Action(O)  | Action(P)  | ADJUSTED AMOUNT FOR ENTITY-WIDE STATEMENT |
|--|--|-------------------------|--|--|---|--|--------------------------------|---------------------------------|--|-----------------------------|--|--|--|--|--|---|
|  |  |                         | Current Year Deferred Inflow of Tax Revenue (Enter as positive on line 11 and/or 17) | Prior Year Deferred Inflow of Tax Revenue (Enter as negative on line 11 and/or 17) | Add Beginning Long-term Debt (to fund balance); GASB68: Add or behalf payment as intergovernmental revenue and pension expense by major purpose | Remove long-term debt from other financing sources (enter as negative) | Remove Principal Debt Payments | Remove Capital Outlay Purchases | Add Capital Assets Beginning (to fund balance) | Record Depreciation Expense | Adjust for gain (loss) on sale of capital assets | Record Current Year Compensated Absences | Remove proceeds from sale of assets from other financing sources | Add net adjustments made to capital assets in the GFAAG (i.e. donated capital assets & other adjustments to inventory) | Add change in net position of internal service funds applicable to governmental activities |   |
| <b>REVENUES</b>                        |  |                         |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  |   |
| 310000/                                | Taxes/assessments  | 4,339,343.84            | 97,310.04  | (121,906.05)   |   |  |                                |                                 |  |                             |  |  |  |  |  | 4,314,747.83                              |
| 320000                                 | Licenses and permits                                       | 5,992.00                |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 5,992.00                                  |
| 330000                                 | Intergovernmental revenues                                 | 2,871,731.86            |  |  | 80,599.00   |  |                                |                                 |  |                             |  |  |  |  |  | 2,952,330.86                              |
| 340000                                 | Charges for services                                       | 1,189,892.62            |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 1,189,892.62                              |
| 350000                                 | Fines and forfeitures                                      | 144,101.78              |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 144,101.78                                |
| 360000                                 | Miscellaneous  | 592,074.03              |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 592,074.03                                |
| 370000                                 | Investment and royalty earnings                            | 105,547.55              |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 105,547.55                                |
|  | Capital Asset Adj. gain/loss on sale, donation             |                         |  |  |   |  |                                |                                 |  |                             | 6,500.00   |  |  |  |  | 6,500.00                                  |
|  | <b>Total Revenues</b>                                      | 9,248,683.68            | 97,310.04  | (121,906.05)   | 80,599.00   | 0.00   | 0.00                           | 0.00                            | 0.00   | 0.00                        | 6,500.00   | 0.00                                     | 0.00   | 0.00   | 0.00   | 9,311,186.67                              |
| <b>EXPENDITURES</b>                    |  |                         |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  |   |
| <b>Current:</b>                        |  |                         |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  |   |
| 410000                                 | General government   | 2,242,171.17            |  |  | 42,737.00   |  |                                |                                 |  |                             |  |  |  |  |  | 2,376,266.17                              |
| 420000                                 | Public safety  | 1,918,002.29            |  |  | 245,638.00  |  |                                |                                 |  |                             |  |  |  |  |  | 2,287,471.29                              |
| 430000                                 | Public works   | 2,386,997.82            |  |  | 27,024.00   |  |                                |                                 |  |                             |  |  |  |  |  | 2,937,161.82                              |
| 440000                                 | Public health  | 1,358,861.32            |  |  | 15,442.00   |  |                                |                                 |  |                             |  |  |  |  |  | 1,377,901.32                              |
| 450000                                 | Social and economic services                               | 409,279.93              |  |  | 3,861.00  |  |                                |                                 |  |                             |  |  |  |  |  | 432,122.93                                |
| 460000                                 | Culture and recreation                                     | 632,437.46              |  |  | 4,826.00  |  |                                |                                 |  |                             |  |  |  |  |  | 672,545.46                                |
| 470000                                 | Housing and community development                          | 30,557.00               |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 30,557.00                                 |
| 480000                                 | Conservation of natural resources                          | 0.00                    |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 0.00                                      |
| 490000                                 | Debt Service:  |                         |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  |   |
|  | Principal  | 206,984.97              |  |  |   |  | (206,984.97)                   |                                 |  |                             |  |  |  |  |  | 0.00                                      |
|  | Interest   | 14,424.76               |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 14,424.76                                 |
|  | Unallocated costs  |                         |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 0.00                                      |
|  | Capital outlay   | 394,505.33              |  |  |   |  |                                | (394,505.33)                    |  |                             |  |  |  |  |  | 0.00                                      |
| 500000                                 | Internal Services  | 0.00                    |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 0.00                                      |
| 510000                                 | Miscellaneous  | 0.00                    |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 0.00                                      |
|  | <b>Total Expenditures</b>                                  | 9,594,222.05            | 0.00   | 0.00   | 339,528.00  | 0.00   | 206,984.97                     | 394,505.33                      | 0.00   | 792,325.00                  | 0.00   | 3,866.00                                 | 0.00   | 0.00   | 0.00   | 10,128,450.75                             |
|  | <b>Excess of revenues (under)</b>                          | (345,538.37)            | 97,310.04  | (121,906.05)   | (258,929.00)  | 0.00   | 206,984.97                     | 394,505.33                      | 0.00   | (792,325.00)                | 6,500.00   | (3,866.00)                               | 0.00   | 0.00   | 0.00   | (817,264.08)                              |
| <b>OTHER FINANCING SOURCES (USES):</b> |  |                         |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  |   |
| 381010/40                              | Bonds issued   | 0.00                    |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 0.00                                      |
| 381010/40                              | Discount on bonds issued                                   | 0.00                    |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 0.00                                      |
| 381050                                 | Inception of capital lease                                 | 0.00                    |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 0.00                                      |
| 381070                                 | Notes/loans/intercap issued                                | 0.00                    |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 0.00                                      |
| 382010                                 | Sale of capital assets                                     | 6,500.00                |  |  |   |  |                                |                                 |  |                             |  |  | (6,500.00)   |  |  | 0.00                                      |
| 383000                                 | Transfers In   | 840,495.13              |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 840,495.13                                |
| 521000                                 | Transfers out  | (611,691.13)            |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | (611,691.13)                              |
| 384000                                 | Special items - revenue                                    | 0.00                    |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 0.00                                      |
| 385000                                 | Extraordinary items - revenue                              | 0.00                    |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 0.00                                      |
| 524000                                 | Special items - expenditure                                | 0.00                    |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 0.00                                      |
| 525000                                 | Extraordinary items - expenditure                          | 0.00                    |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 0.00                                      |
|  | <b>Total other financing sources (uses)</b>                | 235,304.00              | 0.00   | 0.00   | 0.00  | 0.00   | 0.00                           | 0.00                            | 0.00   | 0.00                        | 0.00   | 0.00                                     | (6,500.00)   | 0.00   | 0.00   | 228,804.00                                |
|  | <b>Net change in fund balances</b>                         | (110,234.37)            | 97,310.04  | (121,906.05)   | (258,929.00)  | 0.00   | 206,984.97                     | 394,505.33                      | 0.00   | (792,325.00)                | 6,500.00   | (3,866.00)                               | (6,500.00)   | 0.00   | 0.00   | (588,460.08)                              |
|  | <b>Fund balances - July 1, 2016 as previously reported</b> | 10,003,590.29           | (110,011.00)   | 121,906.05   | (5,478,855.75)  |  |                                |                                 | 11,691,927.00                                  | 0.00                        |  |  |  |  | (15,000.00)  | 16,213,556.59                             |
|  | <b>Prior period adjustments</b>                            | 995.05                  |  |  |   |  |                                |                                 |  |                             |  |  |  |  |  | 995.05                                    |
|  | <b>Fund balances - July 1, 2016 as restated</b>            | 10,004,585.34           | (110,011.00)   | 121,906.05   | (5,478,855.75)  | 0.00   | 0.00                           | 0.00                            | 11,691,927.00                                  | 0.00                        | 0.00   | 0.00                                     | 0.00   | (15,000.00)  | 0.00   | 16,214,551.64                             |
|  | <b>Fund balances - June 30, 2017</b>                       | 9,894,350.97            | (12,700.96)  | 0.00   | (5,737,784.75)  | 0.00   | 206,984.97                     | 394,505.33                      | 11,691,927.00                                  | (792,325.00)                | 6,500.00   | (3,866.00)                               | (6,500.00)   | (15,000.00)  | 0.00   | 15,626,091.56                             |

# Completing the AFR – OP Conversion Worksheet

Column E Column F

Column E Column F

| Account Number | Description                                    | FROM GOVERNMENTAL FUNDS | Column E  | Column F  | Account Number | Description                       | FROM GOVERNMENTAL FUNDS | Column E  | Column F  |
|----------------|--|-------------------------|---|---|----------------|-----------------------------------|-------------------------|---|---|
|                |  |                         | Action item   | Action item   |                |                                   |                         | Action item   | Action item   |
|                |  |                         | Prior Year Deferred Inflow of Tax Revenue (Enter as negative on line 11 and line 16 if assessments reported as misc.) | 1. Add GASB 68 on-behalf payment as intergovernmental revenue and pension expense by major purpose if not entered in fund financial statements; if entered in software - an adjustment may be necessary; See GASB Worksheet; 2. Input OPEB expense. 3. Auto - add beginning Long-term Debt to fund balance. |                |                                   |                         | Prior Year Deferred Inflow of Tax Revenue (Enter as negative on line 11 and line 16 if assessments reported as misc.) | 1. Add GASB 68 on-behalf payment as intergovernmental revenue and pension expense by major purpose if not entered in fund financial statements; if entered in software - an adjustment may be necessary; See GASB Worksheet; 2. Input OPEB expense. 3. Auto - add beginning Long-term Debt to fund balance. |
|                |  |                         |   |   |                | <b>EXPENDITURES</b>               |                         |   |   |
|                |  |                         |   |   |                | Current:                          |                         |   |   |
|                |  |                         |   |   | 410000         | General government                | 0.00                    |   |   |
|                |  |                         |   |   | 420000         | Public safety                     | 0.00                    |   |   |
|                |  |                         |   |   | 430000         | Public works                      | 0.00                    |   |   |
|                |  |                         |   |   | 440000         | Public health                     | 0.00                    |   |   |
|                |  |                         |   |   | 450000         | Social and economic services      | 0.00                    |   |   |
|                |  |                         |   |   | 460000         | Culture and recreation            | 0.00                    |   |   |
|                |  |                         |   |   | 470000         | Housing and community development | 0.00                    |   |   |
|                |  |                         |   |   | 480000         | Conservation of natural resources | 0.00                    |   |   |
|                |  |                         |   |   | 490000         | Debt Service:                     |                         |   |   |
|                |  |                         |   |   |                | Principal                         | 0.00                    |   |   |
|                |  |                         |   |   |                | Interest                          | 0.00                    |   |   |
|                |  |                         |   |   |                | Unallocated costs                 |                         |   |   |
|                |  |                         |   |   |                | Capital outlay                    | 0.00                    |   |   |
|                |  |                         |   |   | 500000         | Internal Services                 | 0.00                    |   |   |
|                |  |                         |   |   | 510000         | Miscellaneous                     | 0.00                    |   |   |
|                |  |                         |   |   |                | <b>Total Expenditures</b>         | 0.00                    | 0.00  | 0.00  |
|                | <b>REVENUES</b>                                |                         |   |   |                |                                   |                         |   |   |
| 310000/        |  |                         |   |   |                |                                   |                         |   |   |
| 363000         | Taxes/assessments                              | 0.00                    |   |   |                |                                   |                         |   |   |
| 320000         | Licenses and permits                           |                         |   |   |                |                                   |                         |   |   |
| 330000         | Intergovernmental revenues                     |                         |   |   |                |                                   |                         |   |   |
| 340000         | Charges for services                           |                         |   |   |                |                                   |                         |   |   |
| 350000         | Fines and forfeitures                          |                         |   |   |                |                                   |                         |   |   |
| 360000         | Miscellaneous                                  | 0.00                    |   |   |                |                                   |                         |   |   |
| 370000         | Investment and royalty earnings                | 0.00                    |   |   |                |                                   |                         |   |   |
|                | Capital Asset Adj, gain/loss on sale, donation |                         |   |   |                |                                   |                         |   |   |
|                | <b>Total Revenues</b>                          | 0.00                    | 0.00  | 0.00  |                |                                   |                         |   |   |

LGS: Input prior year deferred inflow of tax revenue. Former AFR OP Conversion Cell D11



# Completing the AFR – OP Conversion Worksheet

| Column I       |                                   |  | Column L       |  | Column M  |   |
|----------------|-----------------------------------|--|----------------|--|---|---|
| Account Number | Description                       | Action item<br>Remove Capital Outlay Purchases | Account Number | Description                                    | Action item<br>Adjust for gain (loss) on sale of capital assets | Action item<br>Record Current Year Compensated Absences |
|                | <b>EXPENDITURES</b>               |  |                | <b>REVENUES</b>                                |   |   |
|                | Current:                          |  | 310000/        | Taxes/assessments                              |   |   |
| 410000         | General government                |  | 363000         | Licenses and permits                           |   |   |
| 420000         | Public safety                     |  | 320000         | Intergovernmental revenues                     |   |   |
| 430000         | Public works                      |  | 330000         | Charges for services                           |   |   |
| 440000         | Public health                     |  | 340000         | Fines and forfeitures                          |   |   |
| 450000         | Social and economic services      |  | 350000         | Miscellaneous                                  |   |   |
| 460000         | Culture and recreation            |  | 360000         | Investment and royalty earnings                |   |   |
| 470000         | Housing and community development |  | 370000         | Capital Asset Adj. gain/loss on sale, donation |   |   |
| 480000         | Conservation of natural resources |  |                | <b>Total Revenues</b>                          | 0.00  | 0.00  |
| 490000         | Debt Service:                     |  |                | <b>EXPENDITURES</b>                            |   |   |
|                | Principal                         |  |                | Current:                                       |   |   |
|                | Interest                          |  | 410000         | General government                             |   |   |
|                | Unallocated costs                 |  | 420000         | Public safety                                  |   |   |
|                | Capital outlay                    |  | 430000         | Public works                                   |   |   |
| 500000         | Internal Services                 |  | 440000         | Public health                                  |   |   |
| 510000         | Miscellaneous                     |  | 450000         | Social and economic services                   |   |   |
|                | <b>Total Expenditures</b>         | 0.00   | 460000         | Culture and recreation                         |   |   |
|                |                                   |  | 470000         | Housing and community development              |   |   |
|                |                                   |  | 480000         | Conservation of natural resources              |   |   |
|                |                                   |  | 490000         | Debt Service:                                  |   |   |
|                |                                   |  |                | Principal                                      |   |   |
|                |                                   |  |                | Interest                                       |   |   |
|                |                                   |  |                | Unallocated costs                              |   |   |
|                |                                   |  |                | Capital outlay                                 |   |   |
|                |                                   |  | 500000         | Internal Services                              |   |   |
|                |                                   |  | 510000         | Miscellaneous                                  |   |   |
|                |                                   |  |                | <b>Total Expenditures</b>                      | 0.00  | 0.00  |



# Completing the AFR – OP Conversion Worksheet

Column N

| Account Number | Description                                 | Action item  |
|----------------|---|--|
|                | <b>OTHER FINANCING SOURCES (USES):</b>      |  |
| 381010/40      | Bonds issued                                | Remove proceeds from sale of assets from other financing sources |
| 381010/40      | Discount on bonds issued                    |  |
| 381050         | Inception of capital lease                  |  |
| 381070         | Notes/loans/intercap issued                 |  |
| 382010         | Sale of capital assets                      |  |
| 383000         | Transfers In                                |  |
| 521000         | Transfers out                               |  |
| 384000         | Specail items - revenue                     |  |
| 385000         | Extraordinary items - revenue               |  |
| 524000         | Special items - expenditure                 |  |
| 525000         | Extraordinary items - expenditure           |  |
|                | <b>Total other financing sources (uses)</b> | 0.00   |

Column O

| Account Number | Description                                    | Action item  |
|----------------|--|--|
|                | <b>REVENUES</b>                                | Add net adjustments made to capital assets in the GCAAG (i.e. donated capital assets & other adjustments to inventory) |
| 310000/        |  |  |
| 363000         | Taxes/assessments                              |  |
| 320000         | Licenses and permits                           |  |
| 330000         | Intergovernmental revenues                     |  |
| 340000         | Charges for services                           |  |
| 350000         | Fines and forfeitures                          |  |
| 360000         | Miscellaneous                                  |  |
| 370000         | Investment and royalty earnings                |  |
|                | Capital Asset Adj. gain/loss on sale, donation |  |
|                | <b>Total Revenues</b>                          |  |



# Completing the AFR – OP Conversion Worksheet

Column P

| Description   | Action item<br>Add change in net position of internal service funds applicable to governmental activities | ADJUSTED AMOUNT FOR ENTITY-WIDE STATEMENT |
|---|---|---|
| <b>Net change in fund balances</b>                    | 0.00  | 0.00                                      |
| ✓ Fund balances - July 1, 2019 as previously reported |   | 0.00                                      |
| ✓ Prior period adjustments                            |   | 0.00                                      |
| ✓ Fund balances - July 1, 2019 as restated            | 0.00  | 0.00                                      |
| ✓ Fund balances - June 30, 2020                       | 0.00  | 0.00                                      |



# Completing the AFR – OP Conversion Worksheet

LOCAL GOVERNMENT NAME:

GASB NO. 34 ENTITY-WIDE STATEMENT COMPOSITION SPREADSHEET

ENTITY-WIDE STATEMENT OF ACTIVITY - OPERATING STATEMENT CONVERSION WORKSHEET

FISCAL YEAR ENDING JUNE 30, 2020

|   |      |      |      |               |      |
|---|------|------|------|---------------|------|
| Total other financing sources (uses)                | 0.00 | 0.00 | 0.00 | 0.00          | 0.00 |
| Net change in fund balances                         | 0.00 | 0.00 | 0.00 | 0.00          | 0.00 |
| Fund balances - July 1, 2019 as previously reported |      |      |      |               | 0.00 |
| Prior period adjustments                            |      |      |      |               | 0.00 |
| Fund balances - July 1, 2019 as restated            | 0.00 | 0.00 | 0.00 | 0.00          | 0.00 |
| Fund balances - June 30, 2020                       | 0.00 | 0.00 | 0.00 | 0.00          | 0.00 |
|   |      |      |      | Balance Check | 0.00 |



# Revenue Analysis Worksheet

|  |  | Action                |                   |                                    |                                  |                                   |                      |                       |               | Auto                |                                       |                    |                              |              |
|--|--|-----------------------|-------------------|------------------------------------|----------------------------------|-----------------------------------|----------------------|-----------------------|---------------|---------------------|---------------------------------------|--------------------|------------------------------|--------------|
|  |  | Intergovernmental     |                   |                                    |                                  |                                   |                      |                       |               |                     |                                       |                    |                              |              |
| Functional Activity                        |  | Taxes and Assessments | Licenses/ Permits | Operating Grants and Contributions | Capital Grants and Contributions | State and Federal Shared Revenues | Charges for Services | Fines and Forfeitures | Miscellaneous | Investment Earnings | Gain (Loss) on Sale of Capital Assets | Transfers In (Out) | Special/ Extraordinary Items | TOTAL        |
| From OP Conversion Spreadsheet             |  | 4,314,747.83          | 5,992.00          |                                    | 2,952,330.86                     |                                   | 1,189,892.62         | 144,101.78            | 592,074.03    | 105,547.55          | 6,500.00                              | 228,804.00         | 0.00                         | 9,539,990.67 |
| <b>PROGRAM REVENUES</b>                    |  |                       |                   |                                    |                                  |                                   |                      |                       |               |                     |                                       |                    |                              |              |
| General Government                         |  |                       | 700.00            |                                    |                                  |                                   | 267,363.85           | 122,273.50            | 75,000.00     | 10,000.00           |                                       |                    |                              | 475,337.35   |
| Public Safety                              |  |                       | 500.00            |                                    | 250,000.00                       |                                   | 182,147.68           | 21,828.28             | 61,000.00     | 5,100.00            |                                       |                    |                              | 520,575.96   |
| Public Works                               |  |                       | 600.00            | 600,000.00                         | 500,000.00                       | 10,000.00                         | 273,008.96           |                       | 46,900.00     | 16,000.00           |                                       |                    |                              | 1,446,508.96 |
| Public Health                              |  |                       | 200.00            | 250,000.00                         | 200,000.00                       |                                   | 378,322.37           |                       | 82,000.00     | 2,000.00            |                                       |                    |                              | 912,522.37   |
| Social/Economic Services                   |  |                       |                   |                                    |                                  |                                   |                      |                       |               |                     |                                       |                    |                              | 0.00         |
| Culture/Recreation                         |  |                       |                   | 20,000.00                          | 65,000.00                        | 20,000.00                         | 89,049.76            |                       | 250,000.00    | 6,100.00            |                                       |                    |                              | 450,149.76   |
| Housing/Community Development              |  |                       |                   |                                    | 25,000.00                        |                                   |                      |                       |               |                     |                                       |                    |                              | 25,000.00    |
| Conservation of Natural Resources          |  |                       |                   |                                    |                                  |                                   |                      |                       |               |                     |                                       |                    |                              | 0.00         |
| Interest on long-term debt                 |  |                       |                   |                                    |                                  |                                   |                      |                       |               |                     |                                       |                    |                              | 0.00         |
| Miscellaneous                              |  |                       |                   |                                    |                                  |                                   |                      |                       |               |                     |                                       |                    |                              | 0.00         |
| <b>TOTAL PROGRAM REVENUES</b>              |  | 0.00                  | 2,000.00          | 870,000.00                         | 1,040,000.00                     | 30,000.00                         | 1,189,892.62         | 144,101.78            | 514,900.00    | 39,200.00           | 0.00                                  | 0.00               | 0.00                         | 3,830,094.40 |
| <b>GENERAL REVENUES</b>                    |  |                       |                   |                                    |                                  |                                   |                      |                       |               |                     |                                       |                    |                              |              |
| Property taxes                             |  | 3,725,747.83          |                   |                                    |                                  |                                   |                      |                       |               |                     |                                       |                    |                              | 3,725,747.83 |
| Local option taxes                         |  | 589,000.00            |                   |                                    |                                  |                                   |                      |                       |               |                     |                                       |                    |                              | 589,000.00   |
| Licenses and permits                       |  |                       | 3,992.00          |                                    |                                  |                                   |                      |                       |               |                     |                                       |                    |                              | 3,992.00     |
| Unrestricted Federal/State shared revenues |  |                       |                   |                                    |                                  | 1,012,330.86                      |                      |                       |               |                     |                                       |                    |                              | 1,012,330.86 |
| Unrestricted grants and contributions      |  |                       |                   |                                    |                                  |                                   |                      |                       |               |                     |                                       |                    |                              | 0.00         |
| Unrestricted investment earnings           |  |                       |                   |                                    |                                  |                                   |                      |                       |               | 66,347.55           |                                       |                    |                              | 66,347.55    |
| Miscellaneous                              |  |                       |                   |                                    |                                  |                                   |                      | 77,174.03             |               |                     |                                       |                    |                              | 77,174.03    |
| Gain on sale of capital assets             |  |                       |                   |                                    |                                  |                                   |                      |                       |               |                     | 6,500.00                              |                    |                              | 6,500.00     |
| Transfers                                  |  |                       |                   |                                    |                                  |                                   |                      |                       |               |                     |                                       | 228,804.00         |                              | 228,804.00   |
| Special/Extraordinary items                |  |                       |                   |                                    |                                  |                                   |                      |                       |               |                     |                                       |                    | 0.00                         | 0.00         |
| <b>TOTAL GENERAL REVENUES</b>              |  | 4,314,747.83          | 3,992.00          | 0.00                               | 0.00                             | 1,012,330.86                      | 0.00                 | 0.00                  | 77,174.03     | 66,347.55           | 6,500.00                              | 228,804.00         | 0.00                         | 5,709,896.27 |
| <b>TOTAL ALL REVENUES</b>                  |  | 4,314,747.83          | 5,992.00          |                                    | 2,952,330.86                     |                                   | 1,189,892.62         | 144,101.78            | 592,074.03    | 105,547.55          | 6,500.00                              | 228,804.00         | 0.00                         | 9,539,990.67 |

Program: Revenues for specific purposes

General: Revenues that do not have to be used for a specific program

# Completing the AFR – Revenue Analysis Worksheet

Action Item headings and yellow highlighted fields require input.

| Functional Activity               | Action item       |                                    |                                  |                      |                       |               |                     |                                   |      |
|-----------------------------------|-------------------|------------------------------------|----------------------------------|----------------------|-----------------------|---------------|---------------------|-----------------------------------|------|
|                                   | Intergovernmental |                                    |                                  | Charges for Services | Fines and Forfeitures | Miscellaneous | Investment Earnings |                                   |      |
| Taxes and Assessments             | Licenses/ Permits | Operating Grants and Contributions | Capital Grants and Contributions |                      |                       |               |                     | State and Federal Shared Revenues |      |
| From OP Conversion Spreadsheet    | 0.00              | 0.00                               |                                  | 0.00                 |                       | 0.00          | 0.00                | 0.00                              | 0.00 |
| <b>PROGRAM REVENUES</b>           |                   |                                    |                                  |                      |                       |               |                     |                                   |      |
| General Government                |                   |                                    |                                  |                      |                       |               |                     |                                   |      |
| Public Safety                     |                   |                                    |                                  |                      |                       |               |                     |                                   |      |
| Public Works                      |                   |                                    |                                  |                      |                       |               |                     |                                   |      |
| Public Health                     |                   |                                    |                                  |                      |                       |               |                     |                                   |      |
| Social/Economic Services          |                   |                                    |                                  |                      |                       |               |                     |                                   |      |
| Culture/Recreation                |                   |                                    |                                  |                      |                       |               |                     |                                   |      |
| Housing/Community Development     |                   |                                    |                                  |                      |                       |               |                     |                                   |      |
| Conservation of Natural Resources |                   |                                    |                                  |                      |                       |               |                     |                                   |      |
| Interest on long-term debt        |                   |                                    |                                  |                      |                       |               |                     |                                   |      |
| Miscellaneous                     |                   |                                    |                                  |                      |                       |               |                     |                                   |      |
| <b>TOTAL PROGRAM REVENUES</b>     | 0.00              | 0.00                               | 0.00                             | 0.00                 | 0.00                  | 0.00          | 0.00                | 0.00                              | 0.00 |

Insert assessments related to public works here and a formula will subtract from property taxes collected



# Completing the AFR – Revenue Analysis Worksheet

Action Item headings and yellow highlighted fields require input.

| Functional Activity                        | Action item           |                   |  |                                  |                                   |                      |                       |               |                     |
|--|-----------------------|-------------------|--|----------------------------------|-----------------------------------|----------------------|-----------------------|---------------|---------------------|
|  | Intergovernmental     |                   |  |                                  |                                   |                      |                       |               |                     |
|  | Taxes and Assessments | Licenses/ Permits | Operating Grants and Contributions   | Capital Grants and Contributions | State and Federal Shared Revenues | Charges for Services | Fines and Forfeitures | Miscellaneous | Investment Earnings |
| <b>GENERAL REVENUES</b>                    |                       |                   |  |                                  |                                   |                      |                       |               |                     |
| Property taxes                             | 0.00                  |                   | Do not include assessments here - they are a charge for service rather than a tax. |                                  |                                   |                      |                       |               |                     |
| Local option taxes                         |                       |                   |  |                                  |                                   |                      |                       |               |                     |
| Licenses and permits                       |                       | 0.00              |  |                                  |                                   |                      |                       |               |                     |
| Unrestricted Federal/State shared revenues |                       |                   |  |                                  | 0.00                              |                      |                       |               |                     |
| Unrestricted grants and contributions      |                       |                   |  |                                  |                                   |                      |                       |               |                     |
| Unrestricted investment earnings           |                       |                   |  |                                  |                                   |                      |                       |               | 0.00                |
| Miscellaneous                              |                       |                   |  |                                  |                                   |                      |                       | 0.00          |                     |
| Gain on sale of capital assets             |                       |                   |  |                                  |                                   |                      |                       |               |                     |
| Transfers                                  |                       |                   |  |                                  |                                   |                      |                       |               |                     |
| Special/Extraordinary items                |                       |                   |  |                                  |                                   |                      |                       |               |                     |
| <b>TOTAL GENERAL REVENUES</b>              | 0.00                  | 0.00              | 0.00   | 0.00                             | 0.00                              | 0.00                 | 0.00                  | 0.00          | 0.00                |
| <b>TOTAL ALL REVENUES</b>                  | 0.00                  | 0.00              |  | 0.00                             |                                   | 0.00                 | 0.00                  | 0.00          | 0.00                |



# Completing the AFR – Revenue Analysis Worksheet

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <b>LOCAL GOVERNMENT NAME:</b>                                    |  |  |  |  |  |
| <b>GASB NO. 34 ENTITY-WIDE STATEMENT COMPOSITION SPREADSHEET</b> |  |  |  |  |  |
| <b>REVENUE ANALYSIS WORKSHEET</b>                                |  |  |  |  |  |
| <b>FISCAL YEAR ENDING JUNE 30, 2020</b>                          |  |  |  |  |  |

|                           |   |      |      |      |      |
|---------------------------|---|------|------|------|------|
| <b>TOTAL ALL REVENUES</b> | 0.00                                      | 0.00 | 0.00 | 0.00 | 0.00 |
|                           | <i>Balance check ( should equal zero)</i> |      |      |      | 0.00 |



# Completing the AFR – GCAAG (fund 9000)

| <b>LOCAL GOVERNMENT NAME:</b><br><b>GOVERNMENTAL FUNDS CAPITAL ASSETS (FUND 9000)</b><br><b>FISCAL YEAR ENDING JUNE 30, 2020</b> |                                      |                      |        |        |  |                       |
|--|--------------------------------------|----------------------|--------|--------|--|-----------------------|
| ACCOUNT NUMBER   | ACCOUNT DESCRIPTION                  | BALANCE July 1, 2019 | DEBITS | CREDIT | Adjustments for capital assets/prior year depreciation | BALANCE June 30, 2020 |
| 181000   | LAND                                 |                      |        |        |  | 0.00                  |
| 188000   | CONSTRUCTION IN PROGRESS             |                      |        |        |  | 0.00                  |
| 182000   | BUILDINGS                            |                      |        |        |  | 0.00                  |
| 182100   | ALLOWANCE FOR DEPRECIATION           |                      |        |        |  | 0.00                  |
| 183000   | INTANGIBLES/WORKS OF ART             |                      |        |        |  | 0.00                  |
| 183100   | AMORTIZATION/ALLOW. FOR DEPRECIATION |                      |        |        |  | 0.00                  |
| 184000   | IMPROVEMENTS OTHER THAN BUILDINGS    |                      |        |        |  | 0.00                  |
| 184100   | ALLOWANCE FOR DEPRECIATION           |                      |        |        |  | 0.00                  |
| 186000   | MACHINERY & EQUIPMENT                |                      |        |        |  | 0.00                  |
| 186100   | ALLOWANCE FOR DEPRECIATION           |                      |        |        |  | 0.00                  |
| 187000   | INFRASTRUCTURE                       |                      |        |        |  | 0.00                  |
| 187100   | ALLOWANCE FOR DEPRECIATION           |                      |        |        |  | 0.00                  |
|  | <b>TOTAL ASSETS</b>                  | 0.00                 | 0.00   | 0.00   | 0.00   | 0.00                  |
|  | <b>DEPRECIATION EXPENSE:</b>         |                      |        |        |  |                       |
| 410000830  | GENERAL GOVERNMENT                   |                      | 0.00   |        |  | 0.00                  |
| 420000830  | PUBLIC SAFETY                        |                      | 0.00   |        |  | 0.00                  |
| 430000830  | PUBLIC WORKS                         |                      | 0.00   |        |  | 0.00                  |
| 440000830  | PUBLIC HEALTH                        |                      | 0.00   |        |  | 0.00                  |
| 450000830  | SOCIAL/ECONOMIC SERVICES             |                      | 0.00   |        |  | 0.00                  |
| 460000830  | CULTURE AND RECREATION               |                      | 0.00   |        |  | 0.00                  |
| 470000830  | HOUSING/COMMUNITY DEVELOPMENT        |                      | 0.00   |        |  | 0.00                  |
| 480000830  | CONSERVATION OF NATURAL RESOURCES    |                      | 0.00   |        |  | 0.00                  |
|  | UNALLOCATED DEPRECIATION             |                      | 0.00   |        |  | 0.00                  |
|  | <b>TOTAL DEPRECIATION EXPENSE</b>    |                      | 0.00   | 0.00   | 0.00   | 0.00                  |



# Completing the AFR – GLTDAG (fund 9500)

| LONG-TERM DEBT (FUND 9500)<br>STATEMENT OF CHANGES IN GOVERNMENTAL FUNDS LONG-TERM DEBT<br>FISCAL YEAR ENDING JUNE 30, 2020 |                                   |                         |        |         |                          |
|---|-----------------------------------|-------------------------|--------|---------|--------------------------|
| Account number  | Description                       | Balance<br>July 1, 2019 | Debits | Credits | Balance<br>June 30, 2020 |
|   | <b>ASSETS</b>                     |                         |        |         |                          |
| 173100  | Amount available G.O.debt         |                         |        |         | 0.00                     |
| 173200  | Amount available S.I.D.debt       |                         |        |         | 0.00                     |
|   |                                   |                         |        |         | 0.00                     |
| 174100  | Amount to be provided G.O. debt   |                         |        |         | 0.00                     |
| 174200  | Amount to be provided S.I.D. debt |                         |        |         | 0.00                     |
| 174300  | Amount to be provided - other     |                         |        |         | 0.00                     |
|   |                                   |                         |        |         | 0.00                     |
|   | <b>*TOTAL ASSETS</b>              | 0.00                    | 0.00   | 0.00    | 0.00                     |

| Account number                               | Description                   | Balance<br>July 1, 2019 | Debits | Credits | Balance<br>June 30, 2020   |
|--|-------------------------------|-------------------------|--------|---------|----------------------------|
|  | <b>DEBT PAYABLE</b>           |                         |        |         |                            |
| 231100                                       | G.O. bonds payable            |                         |        |         | 0.00                       |
|  |                               |                         |        |         | 0.00                       |
| 231200                                       | DNRC bonds (loans) payable    |                         |        |         | 0.00                       |
|  |                               |                         |        |         | 0.00                       |
| 231400                                       | S.I.D. bonds payable          |                         |        |         | 0.00                       |
|  | S.I.D. #                      |                         |        |         | 0.00                       |
|  | S.I.D. #                      |                         |        |         | 0.00                       |
|  | S.I.D. #                      |                         |        |         | 0.00                       |
|  |                               |                         |        |         | 0.00                       |
| 234000                                       | Judgement payable             |                         |        |         | 0.00                       |
|  |                               |                         |        |         | 0.00                       |
| 235100                                       | Contracts payable             |                         |        |         | 0.00                       |
|  |                               |                         |        |         | 0.00                       |
| 235200                                       | Installment purchase contract |                         |        |         | 0.00                       |
|  |                               |                         |        |         | 0.00                       |
| 235300                                       | Capital lease agreement       |                         |        |         | 0.00                       |
|  |                               |                         |        |         | 0.00                       |
| 235400                                       | Notes/Loans/Intercap          |                         |        |         | 0.00                       |
| 237000                                       | Pension Liabilities           |                         |        |         | 0.00                       |
| 238000                                       | OPEB Liability                |                         |        |         | 0.00                       |
| 239000                                       | Compensated absences payable  |                         |        |         | 0.00                       |
|  |                               |                         |        |         | 0.00                       |
|  | <b>TOTAL DEBT PAYABLE</b>     | 0.00                    | 0.00   | 0.00    | 0.00                       |
| *Total assets must equal total debt payable. |                               |                         |        |         | <b>Balance check:</b> 0.00 |



# Balancing the AFR – things to check...

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## GOVERNMENTAL FUNDS:

- Make sure ALL your year-end adjustments have been made.
- On the balance sheet – make sure that the tax/assessment receivable 110000 (net of allowance for uncollectible) balances to the deferred inflows of tax revenues 223000. (With the exception of deferred assessments that haven't been billed.)
- Break out the other governmental restricted funds – General fund operating pages 48-53 on the budget to actuals (ex. gas tax, culture and recreation, insurance, police reserve, etc.). Then update the restricted balances on the Statement of Net Position (page 13 at the bottom).
- Make sure to add the charges for services and list out the local option tax, if applicable on the Revenue Analysis worksheet and that the balance check is zero.
- Make sure your BS Conversion worksheet fund balance matches the fund balance on the balance sheet (page 15).
- Make sure your OP Conversion worksheet balance check is zero.



# Balancing the AFR – things to check...

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## ENTERPRISE FUNDS:

- Again, make sure ALL your year-end entries have been made.
- Make sure to input the expenses and revenues on page 14 under the business-type activities as applicable.

## CASH FLOW STATEMENT:

- Make sure to add amounts from the Reconciliation of operating income to net cash provided (used by operating activities) to the Cash received from customers (increase or decrease in accounts receivable), Cash paid to supplier's (increase or decrease in accounts payable), and Cash paid to employee's (increase or decrease in compensated absences, OPEB and pension expense). \*remember if you add it to the operating activities at the bottom, you need to add it to the cash flow from operating activities at the top.
- Make sure to enter the difference between principal on debt (bonds payable) between prior year and current year for each fund.
- Remember to reduce the on-behalf amounts on the subsidies from taxes and other governments line for each fund.



# Completing the AFR

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- Complete the notes to the financial statements as applicable to your entity.
- Complete the MD&A, general statistics, Letter of Transmittal and the Elected Officials page.
- Review the balance check tab to ensure your statements are in balance and cross footing.
- Verify the revenues reported on the filing fee form and if an audit is required.
- Convert the excel file to PDF and insert reports not prepared in the template.



# Hints and Tips for the Excel template

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Save your workbook often – you put a lot of hard work into this and don't need to lose it.

Update headers, hide columns and tabs you don't use. Don't delete – just hide!

Use the instruction tab as a checklist so you don't forget something.

Use the check figures in various reports and the Balance Check tab to make sure you have entered information correctly.

Create a folder or file to keep all your supporting information.



# Filing Fee Form (FFF)

The filing fee form is used to determine the amount of the filing fee (2-7-514, MCA) and if you are required to have an audit (2-7-503, MCA).

The FFF is included in the Excel version of the AFR and automatically calculates.

A stand-alone version is available on our website and should be part of your submission if using an alternative format to the Excel version.

## LOCAL GOVERNMENT ANNUAL FILING FEE SCHEDULE

The following filing fee schedule is required by Section 2-7-514, MCA, and has been adopted as Section 2.4.402 of the Administrative Rules of Montana.

| Annual Resources Exceed: | Annual Resources Equal to or Less Than | Filing Fee |
|--------------------------|--|------------|
| \$0                      | \$750,000                              | \$0        |
| \$750,000                | \$1,000,000                            | \$550      |
| \$1,000,000              | \$1,500,000                            | \$800      |
| \$1,500,000              | \$2,500,000                            | \$950      |
| \$2,500,000              | \$5,000,000                            | \$1,300    |
| \$5,000,000              | \$10,000,000                           | \$1,700    |
| \$10,000,000             | \$50,000,000                           | \$2,500    |
| \$50,000,000             |  | \$3,000    |



# Database Ledger Load (DLL)

The DLL is used for the upload to the Governor's Transparency website and a searchable database.

- The DLL is embedded in the Excel version.
- A stand-alone version is also available. It is on our website and includes instructions.
- BMS also has a feature to create a DLL in .CSV format.
- Your AFR submission is not complete without an acceptable DLL file that reconciles to the information provided in the AFR.

| 1  | Column 2       | Column 3           | Column 4                             | Column 5     | Column 6    |
|--|----------------|--------------------|--------------------------------------|--------------|-------------|
| Fiscal Year  |                |                    |                                      |              |             |
| Entity Name  |                |                    |                                      | #NA          | Entity Code |
|  |                |                    |                                      | #NA          | County Code |
| Fund Code  | Account Number | Expenditure Object | Account Number Description           | Total Amount |             |
| <b>General Fund - Fund #1000</b>                                     |                |                    |                                      |              |             |
| <b>General Fund - Assets &amp; Deferred Outflow of Resources</b>     |                |                    |                                      |              |             |
| 1000   | 110000         | 100000             | Cash/Investments                     |              |             |
| 1000   | 110000         | 110000             | Taxes/Special Assess Receivable      |              |             |
| 1000   | 120000         | 120000             | Other Receivables                    |              |             |
| 1000   | 130000         | 130000             | Due From/To Other Gov't              |              |             |
| 1000   | 140000         | 140000             | Prepaid Expenses                     |              |             |
| 1000   | 150000         | 150000             | Inventories                          |              |             |
| 1000   | 160000         | 160000             | Restricted Assets                    |              |             |
| 1000   | 180000         | 180000             | Capital Assets                       |              |             |
| 1000   | 190000         | 190000             | Deferred Outflows of Resources       |              |             |
| <b>General Fund - Liabilities &amp; Deferred Inflow of Resources</b> |                |                    |                                      |              |             |
| 1000   | 200000         | 200000             | Short-Term Payables/Liabilities      |              |             |
| 1000   | 210000         | 210000             | Other Short-Term Liabilities         |              |             |
| 1000   | 220000         | 220000             | Deferred Inflows of Resources        |              |             |
| 1000   | 230000         | 230000             | Long-Term Liabilities                |              |             |
| <b>General Fund - Fund Balance</b>                                   |                |                    |                                      |              |             |
| 1000   | 340000         | 340000             | Restricted Fund Balance              |              |             |
| 1000   | 360000         | 360000             | Committed/Assigned Fund Balance      |              |             |
| 1000   | 370000         | 370000             | Unassigned Fund Balance              |              |             |
| 1000   | 380000         | 380000             | Investment in General Capital Assets |              |             |
| 1000   | 390000         | 390000             |                                      |              |             |
| <b>General Fund - Revenues &amp; Other Financing Sources</b>         |                |                    |                                      |              |             |

### Local Government



**MONTANA**  
Transparency in Government

#### Local Government Annual Summarized Financial Information

Summary of Assets, Liabilities, Equity, Revenues, and Expenses/Expenditures by Fund for Counties, Cities, and Towns (Entity) for Fiscal Year 2017. AFRs that have been submitted to the State of Montana Local Government Services Bureau. The Annual Financial Report containing the basic financial statements for each Entity can be accessed on the Local Government Entity Portal at <http://doh.dhs.mt.gov/AFR>. AFR information that was previously published but later corrected and resubmitted by the Entity has been denoted. The corrected information has been published and marked with a \* in the Revised field. Please contact the Entity with any questions about the information they submitted. To download data: First, click the data link. Second, click on a single record within the displayed data. Third, select the "Download" button on the bottom of the page and choose a format type.

| Fiscal Year | County         | Entity                        | Fund                | Account Name                       | Account Type | Expense Object | Date of Entry | Revised | Total Amount  |
|-------------|----------------|-------------------------------|---------------------|------------------------------------|--------------|----------------|---------------|---------|---------------|
| 2017        | Wheeler County | City of White Sulphur Springs | 3000 - General Fund | 320000 - Debt/Instruments          | Assets       | -              | 10/24/2017    | N       | \$,000,000.00 |
| 2017        | Wheeler County | City of White Sulphur Springs | 3000 - General Fund | 320000 - Taxes/Special Assessments | Assets       | -              | 10/24/2017    | N       | \$,000,000.00 |



# AFR Submission

Should be submitted through the portal.

If using the Excel template, submit the excel workbook along with a PDF version to be used as the DLL.

Make sure all required reports are in the PDF version – this what appears on the website.

If submitting a report in a different format don't forget to upload the FFF and DLL at the same time.

## LGS PORTAL RESOURCES



Submit **COMPLETED** Reports and Other Documents to the LGS Online!

Welcome to the LGS Portal Resources Page!

This page contains helpful information to assist registered users in utilizing the LGS Local Government Entity Portal.

### BROWSER REQUIREMENTS -

The Portal is compatible with IE (version 9 or newer), Chrome, Firefox, Safari and most mobile browsers.

**SUBMIT A REPORT ONLINE** - follow the 4 steps below:

▶ [STEP 1 - LOGIN TO THE LGS PORTAL USING E-PASS](#)

▶ [STEP 2 - REGISTER WITH AN ENTITY](#)

▶ [STEP 3 - COMPLETE THE APPLICABLE REPORT](#)

▶ [STEP 4 - UPLOAD A DOCUMENT](#)

## QUICK LINKS

- [e-Pass Montana](#)

## HELP DESK

- (406) 444-9101
- [LGSPortalRegistration@mt.gov](mailto:LGSPortalRegistration@mt.gov)

## TRAINING RESOURCES

### USER GUIDES

- [Portal Navigation Guide](#)
- [Portal Registered User Guide](#)

### HOW TO VIDEOS

- [How to Register with an Entity](#)

Issues viewing the video? See our [PDF Video Troubleshooting](#) page.



# LGSB Review

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Our review is done for consistency and accuracy.

Verify required statements are submitted.

Cross foot various statements to each other and prior year to ensure balanced reports.

Verify revenues reported for accuracy of filing fee and audit requirement.



# Small Government Framework (SGFRF)

Senate Bill 02 was passed by the 2019 Legislature

- Applicable beginning for FY2020 reporting.
- 2-7-504 MCA allows for GAAP and SGFRF, as defined in Administrative Rule 2.4.401.
- Apply for the SGFRF if your population is less than 5,000, and you have no requirements to report under full GAAP.
- SGFRF is a regulatory basis of reporting on a modified GAAP basis.
  - Simplifying certain elements of financial reporting – fewer statements, fewer notes.



STATE FINANCIAL SERVICES DIVISION  
LOCAL GOVERNMENT SERVICES BUREAU  
Mitchell Building Room 255, PO Box 200547, Helena, Montana 59620-0547  
[Local Government Services Bureau Portal](#)

ENTITY # #N/A  
MONTANA  
LOCAL GOVERNMENT NAME:  
ADDRESS  
CITY, STATE ZIP CODE



**SMALL GOVERNMENT FRAMEWORK  
ANNUAL FINANCIAL  
REPORT**



FISCAL YEAR ENDING JUNE 30, 2020



# Small Government Framework

The SGFRF Application, Audit Contract Amendment, and Excel AFR template are available on the LGSB website:

<http://sfsd.mt.gov/LGSB/Small-Government-Financial-Reporting-Framework>

- To download the SGFRF AFR:



Annual Financial Reports

- [Annual Financial Reports Counties, Cities, & Towns](#)
- [Small Government Financial Reporting Framework Annual Financial Report](#)

Accounting & Annual Financial Report Resources

Deliver services that support the transparency, accountability, and effective management of public funds

**STATE FINANCIAL SERVICES DIVISION**

HOME | BUREAU WEBSITES | WHAT WE DO | CONTACT US | RESOURCES

**SMALL GOVERNMENT FINANCIAL REPORTING FRAMEWORK**

- [Small Government Financial Reporting Framework Application](#)
- [Small Government Financial Reporting Framework Annual Financial Report](#)
- [Standard Contract Amendment Form](#)
- [Small Government Financial Reporting Framework Auditors Report](#)
- [Schedule of Capital Assets and Long-Term Obligations](#)



# SGFRF – Available to what entities?

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## SGFRF is available to:

- Cities/towns/counties with a population of 5,000 or less as identified by the most recent U.S. Census Bureau decennial survey.
- Entities with no other requirement in law, regulation, or contract requiring reporting in accordance with GAAP.
- Available to special purpose districts with no other requirement in law.

## SGFRF is NOT available to:

- Participants in the DNRC (Dept. of Natural Resources and Conservation) Sewer/Wastewater SRF (State Revolving Fund);
- Participants in the TSEP grant program (Treasure Statement Endowment Program);
- Participants with bond/loan agreements that require GAAP financial statements; and
- School Districts and Special Education Cooperatives.



# SGFRF – Application & LGSB acceptance

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A local government entity wishing to implement SGFRF must complete the Change of Financial Reporting Framework Request Form and submit to LGSB for approval.

Before submitting the Form, the entity should review:

- Requirements of state and federal programs that may require GAAP reporting.
- Requirements of bond and loan agreements that may require GAAP reporting.

The Form must include an authorized signature from the entity's governing body.

An entity may not begin using the SGFRF until LGSB has issued written approval.

An amendment to the LGSB Standard Audit Contract may need to be completed and submitted to LGSB.

Once approved, an entity must submit financial reports in accordance with SGFRF.



# SGFRF – Application



**MONTANA  
DEPARTMENT OF  
ADMINISTRATION**

State Financial Services Division  
Steve Bullock, Governor  
John Lewis, Director

## Change of Financial Reporting Framework Request

Montana Code Annotated § 2-7-504 allows the Department of Administration's Local Government Services (LGS) to define a Small Government Financial Reporting Framework (SGFRF). The SGFRF simplifies certain financial reporting requirements as defined in ARM 2.4.401.

Any local government entity (LGE) wishing to implement the SGFRF may request approval by submitting this form. The entity may not begin using the SGFRF until LGS has issued written approval.

If approved to report under the SGFRF, an LGE must submit financial reports in accordance with the SGFRF. An LGE should continue to report under the SGFRF once approved, and not report in accordance with Generally Accepted Accounting Principles (GAAP) in subsequent years. If circumstances arise requiring an LGE to prepare GAAP financial statements once approved for SGFRF reporting, an LGE must submit a new request form and obtain LGS approval.

Local governments must amend any existing audit contracts by completing Form/SAC-AMENDO1 to reflect the change in reporting framework.

Entities applying for the SGFRF must meet the following criteria for LGS approval of the application:

- For cities/towns/counties - a population of 5,000 or less as identified by the most recent U.S. Census Bureau decennial survey
- Have no other requirement in law, regulation, or contract requiring reporting in accordance with GAAP
  - School Districts and Special Education Cooperatives are not eligible
  - Participants in the DNRC Sewer/Wastewater SRF are not eligible
  - Participants in the TSEP grant program are not eligible

Local governments should complete the following before submitting the application.

- Review requirements of other state or federal programs that may require GAAP financial statements
- Review requirements of bond/loan agreements that may require GAAP financial statements

The application will be denied if LGS has knowledge that the local government entity does not meet the above criteria.

| Entity   | Entity Population | Fiscal Year |
|--|-------------------|-------------|
|  |                   |             |
| Provide the reason(s) for this change request: |                   |             |
|  |                   |             |
|  |                   |             |
|  |                   |             |
|  |                   |             |

- By checking this box, the authorized signor for the Entity's governing body acknowledges that the Entity takes responsibility for any requirement in law, regulation, or contract requiring the issuance of financial statements prepared in accordance with GAAP.

| Authorized Signature of the Governing Body |       |      |
|--|-------|------|
| Printed Name                               | Title | Date |
|  |       |      |
| Signature                                  |       |      |
|  |       |      |

Submit the signed application form to Local Government Services' mailing or email address:  
PO Box 200547, Helena, MT 59620-0547 [LGSPortalRegistration@mt.gov](mailto:LGSPortalRegistration@mt.gov)



# SGFRF – GAAP With Exclusions

## SGFRF is GAAP but EXCLUDES:

Government-Wide financial statements (AFR pages 13-14), *which also excludes*

- Discretely presented component units
- Reconciliation statements (AFR bottom page 15 and 17)
- Notes related to the Government-Wide financial statements
- GASB conversion worksheets aren't necessary and won't be completed

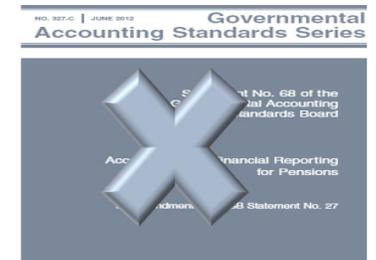
Management 's Discussion and Analysis (MD&A)

Actuarially determined post-employment benefit information (Pension & OPEB)

- Recognition of non-employer contributions
- Related notes to the financial statements
- Related required supplementary information, *however*
  - ❖ TRS and MPERA Pension RSI will be reported

|  | Primary Operations      |                          |             |
|--|-------------------------|--------------------------|-------------|
|  | Governmental Activities | Business-type Activities | Total       |
| <b>ASSETS</b>  |                         |                          |             |
| Cash and cash equivalents  | 0.00                    | 0.00                     | 0.00        |
| Investments  | 0.00                    | 0.00                     | 0.00        |
| Petty Cash   | 0.00                    | 0.00                     | 0.00        |
| Restricted Assets:   |                         |                          |             |
| Cash and cash equivalents  | 0.00                    | 0.00                     | 0.00        |
| Investments (at fair value)  | 0.00                    | 0.00                     | 0.00        |
| Taxes/Assessments Receivable                                       | 0.00                    | 0.00                     | 0.00        |
| allowance for uncollectibles                                       | 0.00                    | 0.00                     | 0.00        |
| Accounts/other receivables - (net of allowance for uncollectibles) | 0.00                    | 0.00                     | 0.00        |
| Internal Balances  | 0.00                    | 0.00                     | 0.00        |
| Due from other governments   | 0.00                    | 0.00                     | 0.00        |
| Prepaid expense  | 0.00                    | 0.00                     | 0.00        |
| Inventories  | 0.00                    | 0.00                     | 0.00        |
| Other debts  | 0.00                    | 0.00                     | 0.00        |
| Capital assets not being depreciated:                              |                         |                          |             |
| Land   | 0.00                    | 0.00                     | 0.00        |
| Construction in progress   | 0.00                    | 0.00                     | 0.00        |
| Capital assets being depreciated (net of accumulated depreciation) | 0.00                    | 0.00                     | 0.00        |
| <b>Total Assets</b>  | <b>0.00</b>             | <b>0.00</b>              | <b>0.00</b> |

MANAGEMENT'S  
DISCUSSION  
ANALYSIS



# SGFRF – Includes

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## SGFRF INCLUDES:

### Two new basic financial statements

- Statement of Changes in Governmental Capital Assets - Regulatory Basis
- Statement of Changes in Governmental Long-Term Obligations - Regulatory Basis

### Supplementary Information (SI)

- Notes to the Financial Statements
- Major fund budgetary comparison information
- Schedules of proportionate shares and required contributions
  - (MPERA and TRS pension schedules-formerly pension RSI)
- Non-Major fund budgetary comparison information & combining balance sheets
- Schedule of Intergovernmental Revenues
- Schedule of Cash Receipts & Disbursements with activity for the entire year
- Cash Reconciliation of Bank and Investment information
- Also – Database Ledger Load and Filing Fee Form



# SGFRF – New Statements

The two new basic financial statements:

- Statement of Changes in Governmental Capital Assets - Regulatory Basis
- Statement of Changes in Governmental Long-Term Obligations - Regulatory Basis

The new statements are similar to the existing Capital Asset (GCAAG) and Long-Term Obligation (GLTDAG) schedules presented in full GAAP template.

LOCAL GOVERNMENT NAME:  
STATEMENT OF CHANGES IN GOVERNMENTAL CAPITAL ASSETS  
SMALL GOVERNMENT FINANCIAL REPORTING FRAMEWORK  
FISCAL YEAR ENDING JUNE 30, 2020

|  | Balance<br>July 1, 2019 | Increases | Decreases | Balance<br>June 30, 2020 |
|--|-------------------------|-----------|-----------|--------------------------|
| <b>Capital assets not being depreciated</b>                                    |                         |           |           |                          |
| Land   |                         |           |           | 0.00                     |
| Construction in progress   |                         |           |           | 0.00                     |
| <b>Total capital assets not being depreciated</b>                              | 0.00                    | 0.00      | 0.00      | 0.00                     |
| <b>Capital assets being depreciated</b>  |                         |           |           |                          |
| Buildings  |                         |           |           | 0.00                     |
| Intangible assets  |                         |           |           | 0.00                     |
| Improvements other than buildings  |                         |           |           | 0.00                     |
| Machinery and equipment  |                         |           |           | 0.00                     |
| Other, including Infrastructure  |                         |           |           | 0.00                     |
| <b>Total capital assets being depreciated</b>                                  | 0.00                    | 0.00      | 0.00      | 0.00                     |
| <b>Less accumulated depreciation</b>   |                         | Debits    | Credits   |                          |
| Buildings  |                         |           |           | 0.00                     |
| Intangibles  |                         |           |           | 0.00                     |
| Improvements other than buildings  |                         |           |           | 0.00                     |
| Machinery and equipment  |                         |           |           | 0.00                     |
| Other, including Infrastructure  |                         |           |           | 0.00                     |
| <b>Total accumulated depreciation</b>  | 0.00                    | 0.00      | 0.00      | 0.00                     |
| <b>Total capital assets being depreciated, net</b>                             | 0.00                    | 0.00      | 0.00      | 0.00                     |
| <b>Governmental activities capital assets, net of accumulated depreciation</b> | 0.00                    | 0.00      | 0.00      | 0.00                     |

LOCAL GOVERNMENT NAME:  
STATEMENT OF CHANGES IN GOVERNMENTAL LONG-TERM OBLIGATIONS  
SMALL GOVERNMENT FINANCIAL REPORTING FRAMEWORK  
FISCAL YEAR ENDING JUNE 30, 2020

|  | Balance<br>July 1, 20XX | Increases | Decreases | Balance<br>June 30, 20XX | Due within<br>One Year |
|--|-------------------------|-----------|-----------|--------------------------|------------------------|
| General obligation bonds   |                         |           |           |                          | 0.00                   |
| Special assessment/improvement district bonds                                    |                         |           |           |                          | 0.00                   |
| Notes from direct borrowings and direct placements                               |                         |           |           |                          | 0.00                   |
| Intercap notes payable   |                         |           |           |                          | 0.00                   |
| Compensated absences   |                         |           |           |                          | 0.00                   |
| Other  |                         |           |           |                          | 0.00                   |
| Other  |                         |           |           |                          | 0.00                   |
| <b>Total governmental activities long-term obligations</b>                       | 0.00                    | 0.00      | 0.00      | 0.00                     | 0.00                   |
| Lease liability - building   |                         |           |           |                          | 0.00                   |
| Lease liability - equipment  |                         |           |           |                          | 0.00                   |
| Lease liability - other  |                         |           |           |                          | 0.00                   |
| <b>Total governmental activities lease liabilities</b>                           | 0.00                    | 0.00      | 0.00      | 0.00                     | 0.00                   |
| <b>Total governmental activities long-term obligations and lease obligations</b> | 0.00                    | 0.00      | 0.00      | 0.00                     | 0.00                   |

See accompanying Notes to the Financial Statements.

Note: Pension liability information is reported as Other Information.



# SGFRF – Existing OPEB & Pension Liabilities

If approved and reporting using the SGFRF, the existing OPEB and Pension Liabilities and related Deferred Inflows and Outflows of Resources should be removed from your accounting software.

- Journal Voucher adjustment will be necessary in the following:
  - Each Business-type Fund
  - Fund 9500, if applicable
- Record as prior period adjustment in your business-type funds.

*Example of FY2019 AFR Business-Type Fund:*

| DEFERRED OUTFLOWS OF RESOURCES              |   |                   |
|---|---|-------------------|
| 199000                                      | Deferred Outflows of Resources - Pensions | 11,983.71         |
| 199xxx                                      | Deferred Outflows of Resources - OPEB     |                   |
| <b>Total Deferred Outflows of Resources</b> |   | <b>11,983.71</b>  |
| LIABILITIES                                 |   |                   |
| <b>Current Liabilities</b>                  |   |                   |
| <b>Noncurrent Liabilities</b>               |   |                   |
| 231000                                      | Bonds payable                             | 689,000.00        |
| 235000                                      | Contracts/loans/notes payable             | 60,948.79         |
| 237000                                      | Pension Liability                         | 54,543.82         |
| 238000                                      | OPEB Liability                            | 11,809.00         |
| 239000                                      | Compensated absences                      | 2,367.05          |
| <b>Total Noncurrent Liabilities</b>         |   | <b>818,668.66</b> |
| <b>Total Liabilities</b>                    |   | <b>925,615.00</b> |
| DEFERRED INFLOWS OF RESOURCES               |   |                   |
| 220000                                      | Deferred Inflows of Resources - Pensions  | 14,420.94         |
| 22xxxx                                      | Deferred Inflows of Resources - OPEB      |                   |
| <b>Total Deferred Inflows of Resources</b>  |   | <b>14,420.94</b>  |



# SGFRF – Audits

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Your audit will be based upon the same regulatory framework as the AFR.

- Audit will contain the same required schedules as the AFR template.
- The financial statement variances between SGFRF and GAAP are presumed to be material.

Adverse Opinion on Generally Accepted Accounting Principles.

- Example of Auditor's Adverse Opinion:
  - In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinions on U.S. Generally Accepted Accounting Principles" paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the [Entity Name] as of June 30, 20XX, or changes in financial position and cash flows, where applicable, for the years then ended.
- *If you have an audit contract that was previously signed you will need to contact the auditor and complete a contract amendment to change to the new framework*



# LGSB CONTACT INFORMATION

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Phone: 406-444-9101

Email: [LGSPortalRegistration@mt.gov](mailto:LGSPortalRegistration@mt.gov)

Website: <http://sfsd.mt.gov/LGSB>

LGSB staff is here to help! Please let us know if we can be of assistance



# Additional Information

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- Included after this slide is additional information:
  - ❖ Governmental Fund Adjustments tab from the GASB 68 worksheet



**Governmental Funds - GASB 34 Adjustments for Government-Wide Statements**

**Annual Financial Report Adjustments for Conversion Pages  
and Adjustments to General Long-Term Debt Account Group**

**Adjustments:**

| Annual Financial Report Form - <u>Governmental Long-Term Debt Account Group</u> (Fund 9500) |                                       |                |                |
|---|---------------------------------------|----------------|----------------|
|   | Debit:                                | Credit:        |                |
| #1  | 174000 Amount to be Provided - Other  | #DIV/0!        | #DIV/0!        |
|   | 237000 Net Pension Liability          | #DIV/0!        | #DIV/0!        |
| <b>Annual Financial Report Form - BS Conversion:</b>  |                                       |                |                |
| #2  | 1999XX Deferred Outflows of Resources | #DIV/0!        | #DIV/0!        |
|   | 2238XX Deferred Inflows of Resources  | #DIV/0!        | #DIV/0!        |
| <b>Annual Financial Report Form - OP Conversion</b>   |                                       |                |                |
| #3  | 336020 Revenue - On-behalf payment*** | #DIV/0!        | #DIV/0!        |
|   | 4XXXXX Pension Expense                | #DIV/0!        | #DIV/0!        |
|   | 4XXXXX Pension Expense                |                |                |
|   | Prior Period Adjustment               |                |                |
| <b>Total:</b>   |                                       | <b>#DIV/0!</b> | <b>#DIV/0!</b> |
| <b>Governmental Funds Differences:</b>  |                                       | <b>#DIV/0!</b> | <b>#DIV/0!</b> |

**Input Entries #1 on GLTDAG of AFR**

for Governmental Funds  
and input as a JV in your Software  
if updating Fund 9500 - Long-Term Debt Acct.

**Input Entries #2 on BS Conversion of AFR:**

Deferred Inflows & Outflows Adjustment on  
BS Conversion Page of AFR.

**Input Entries #3 on OP Conversation of AFR - varies, if done as part of closing:**

Input On-behalf payment Column F Row 13 Intergovernmental Revenue if not done as part of closing  
Input Pension Expense by Function as listed below in Column F if not part of closing  
Rows 23-37 *if this wasn't done as part of the closing adjustments per GASB 85*  
**\*\*\*Refer to the On-Behalf Revenue Page for detailed instructions**

If rounding adjustment is minimal, adjust to pension expense or prior period adjustment  
If the adjustment is positive enter a a debit  
If the adjustment is negative enter as a credit

| #3 Expense by Major Function | Use to assist with the OP Conversion of the Annual Report: |                | Adjustment of        | Expense recorded: | See Illustrations 1 & 2 of the New! On-Behalf Tab for instructions.   |
|------------------------------|--|----------------|----------------------|-------------------|---|
|                              | Pension Expense by Function for OP Conversion Worksheet:   |                | On-Behalf & Pension  |                   |   |
|                              | General Government #41                                     | #DIV/0!        | Reduce by            | \$ -              | <b>Entries #3 - Pension Expense Breakdown</b><br>This information will be used to input the Pension Expense by major purpose on the OP (Operating) Conversion Page of the Annual Report<br>If the current year on-behalf revenue was input into the accounting software - an adjustment will be necessary |
|                              | Public Safety #42  | #DIV/0!        | the amount           |                   |   |
|                              | Public Works #43   | #DIV/0!        | and purpose          |                   |   |
|                              | Public Health #44  | #DIV/0!        | of the pension       |                   |   |
|                              | Social & Economic Services #45                             | #DIV/0!        | expense that         |                   |   |
|                              | Culture & Recreation #46                                   | #DIV/0!        | offset the           |                   |   |
|                              | Housing & Community Development #47                        | #DIV/0!        | on-behalf            |                   |   |
|                              | Conservation of Natural Resources #48                      | #DIV/0!        | revenue input in     |                   |   |
|                              | Misc. - Unallocated #51                                    | #DIV/0!        | software on          |                   |   |
|                              | <b>Input breakdown by Function on OP Conversion:</b>       | <b>#DIV/0!</b> | <i>AFR worksheet</i> |                   |   |

| #3 - Intergov. Rev by Maj. Source | Use to assist with the Revenue Analysis Worksheet of the Annual Report |                | Adjustment for       | Expense recorded: | Entries #3 - On-Behalf Revenue   |
|-----------------------------------|--|----------------|----------------------|-------------------|--|
|                                   | Intergovernmental Revenue by Function:                                 |                | On-Behalf & Pension  |                   |  |
|                                   | General Government #41   | #DIV/0!        | Reduce by            | \$ -              | <b>Entries #3 - On-Behalf Revenue</b><br>This information will be used to input the On-Behalf (intergovernmental revenue) on the OP Conversion & Revenue Analysis Pages of the Annual Report |
|                                   | Public Safety #42  | #DIV/0!        | the amount           |                   |  |
|                                   | Public Works #43   | #DIV/0!        | and purpose          |                   |  |
|                                   | Public Health #44  | #DIV/0!        | of the on-behalf     |                   |  |
|                                   | Social & Economic Services #45   | #DIV/0!        | revenue that         |                   |  |
|                                   | Culture & Recreation #46   | #DIV/0!        | was recorded in      |                   |  |
|                                   | Housing & Community Development #47                                    | #DIV/0!        | the accounting       |                   |  |
|                                   | Conservation of Natural Resources #48                                  | #DIV/0!        | software when        |                   |  |
|                                   | Misc. - Unallocated #51  | #DIV/0!        | inputting on         |                   |  |
|                                   | <b>Input total on OP conversion of AFR:</b>                            | <b>#DIV/0!</b> | <i>AFR worksheet</i> |                   |  |